



2007 ENERGY STAR® Awards

General Instructions

Each year, the US Environmental Protection Agency (EPA) and the US Department of Energy (DOE) honor organizations that have made outstanding contributions to protecting the environment through superior energy efficiency. All organizations participating in ENERGY STAR are encouraged to apply for a 2007 ENERGY STAR Award. Organizations may apply for more than one award if they meet the eligibility requirements. In such cases, a complete award application package must be submitted for each award.

To be considered, an organization must meet the specific eligibility requirements in the award application and submit a complete application package by **December 15, 2006**. Winners will be recognized at the ENERGY STAR Awards Ceremony on March 21, 2007 in Washington, DC.

Application Instructions

- Review **eligibility** for the award to which you are applying and respond to all award **criteria** specified in the application that you are completing. **Do not exceed the page limitation** specified in the award application, as additional pages will not be considered. (Samples and collateral materials are not included in the page limit.)
- **Summary of Accomplishments** - Please provide a brief overview (**no more than 300 words**) of your organization and the accomplishments upon which you are applying for this ENERGY STAR award. In the event that you are chosen to receive an award, this text will be the basis used in preparing a summary of your organization's achievements.
- Where applicable, **quantify your activities and the results** (e.g., percent improvement, number of marketing pieces produced, number of people reached), and enclose documentation that supports claims made (e.g., photos of promotional materials, samples of advertisements with the ENERGY STAR mark, copies of training materials used, etc.).
 - Provide specific information about your **efforts, accomplishments and materials developed in 2006 only**. While planned activities for 2007 or beyond are of interest to EPA and DOE, they should not be the focus of the award application.
- **Organization Logo** - Please provide electronic copies of both color and a black-and-white versions of your logo in **EPS format** that will allow for a printable resolution of 300 dpi at a size of 4 inches. In the event that your organization is chosen for an award, this logo will be used in the awards ceremony materials.

Application Submissions

- For each award to which you are applying, provide:
 - **one complete hard copy** of your entire application package, including the General Information form, responses to awards criteria, and any samples, collateral, and supplemental materials, **AND**
 - **one electronic copy (in Word or WordPerfect) of your completed application** via e-mail to the ENERGY STAR Awards Coordinator, Kate Lewis, at: lewis.kate@epa.gov. Please do not forward supplemental materials via e-mail.
- All hard copy and electronic applications must be **date marked/postmarked no later than December 15, 2006**. EPA and DOE will not accept any applications or materials date marked/postmarked after this date. Due to the volume of material that will be received, EPA and DOE will not be able to return any materials or promotional pieces.
- Send completed applications to the appropriate address below. **It is highly recommended that overnight or two day delivery be used to avoid potential delays and damage** due to enhanced security screening of standard mail to government facilities. Do NOT fax application packages or sample materials, as they will not be accepted.

Via US Postal Service:

Kate Lewis
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Mail Code 6202J
Washington, DC 20460

Via Overnight Delivery Service:

Kate Lewis
US Environmental Protection Agency
1310 L Street, NW
9th Floor
Washington, DC 20005-4113
Phone: (202) 343-9024

- **Confirmation of Receipt:** Upon delivery of each application, EPA will confirm receipt to the e-mail address from which the application was sent. If you do not receive confirmation within two weeks of sending your application, please contact the ENERGY STAR Awards Coordinator, Kate Lewis, at (202) 343-9024 or lewis.kate@epa.gov.
- **Notification:** You will be notified by January 31, 2007 on the status of your application.